

MAVEA Maine Learning Results/Curriculum Integration Project  
**Student Information System (SIS) – Importing Student Information**

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**Importing student information into SIS involves creating and importing 2 Excel files:**

- ◆ One excel file will contain info such as student name to import into the SIS StudentInfo Table
- ◆ The other excel file will contain Student ID and Course ID to import into the SIS StuCourses Table

**STEP 1 – Create 1<sup>st</sup> Excel Spreadsheet**

At a minimum you'll need the following fields.\* [They must match EXACTLY the field names in SIS]

LastName	FirstName	Program Name	CourseID	Home School	EnrollDate
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- ◆ List of Courses and CourseID numbers preloaded in SIS 9.01:

CourseID	CourseName	CourseID	CourseName
1	Automobile Collision Repair Technology	15	Diversified Occupations
2	Automotive Technology	20	Heavy Equipment & Diesel Technology
3	Building Construction & Carpentry	21	Career Prep
4	Business Information Technology	22	Commercial Driving
5	Culinary Arts	23	Cooperative Education
6	Drafting Technology	24	Electrical Technology
7	Early Childhood Education	25	Forestry
8	Hospitality	26	Certified Nursing Assistant
9	Machine Tool Technology	27	Plumbing & Heating
10	Marketing	28	Natural Resources
11	Computer Technology	29	Small Engine/Power Equipment Repair Tech
12	Health Science Careers	30	Welding/Sheet Metal Fabrication
13	Law Enforcement	31	Biotechnology
14	Horticulture		

- ◆ Use the CourseID numbers from SIS Courses Table to fill in the CourseID column  
[BIG HINT – sort the data by Program Name and you can use “fill down” for the Course ID numbers]  
Delete the Program Name Column. → Resort the data by Last Name → Save as Studentinfo.xls → Close

**STEP 2- Import Studentinfo.xls into SIS**

SIS data file→ File → Get External Data → Import

Dialogue Box opens: Select Studentinfo.xls file you want to import → Access Wizard opens → click show worksheets → click next → click box for “First Row Contains Column Headings” → click next → click box for in an existing table → scroll to and select StudentInfo → click next → click finish. Open the SIS StudentInfo Table → sort by last name (and save this change) → Check that you have the right number of student records.

**STEP 3 – Export the SIS StudentInfoTable into excel**

SIS data file→ Select StudentInfoTable→File Menu→ SaveAs/Export→To an External

File/Database→SaveAs Box Opens →**Type of file: Excel** → Name file StuCourses.xls →Export

**STEP 4 – Create the 2<sup>nd</sup> excel spreadsheet you'll need from the data you just exported**

Open StuCourses.xls file you created in Step 3 → Delete all columns EXCEPT STUDENT ID and COURSE ID. → Save and Close

**STEP 5 – Import StuCourse.xls (step 4) into SIS**

SIS data file→ File → Get External Data → Import → Dialogue Box opens: Select StuCourse.xls you want to import. → Access Wizard opens → click show worksheets → click next → click box for “First Row Contains Column Headings” → click next → click box for in an existing table → scroll to and select StuCourse → click next → click finish.

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\*NOTE: Version 9 has all the fields for 116 data reporting requirements – there is also an attendance module you may want to use that will require more student information – please check the SIS Administrative HELP Manual or contact Bill Portela [[William.Portela@state.me.us](mailto:William.Portela@state.me.us)]for more info